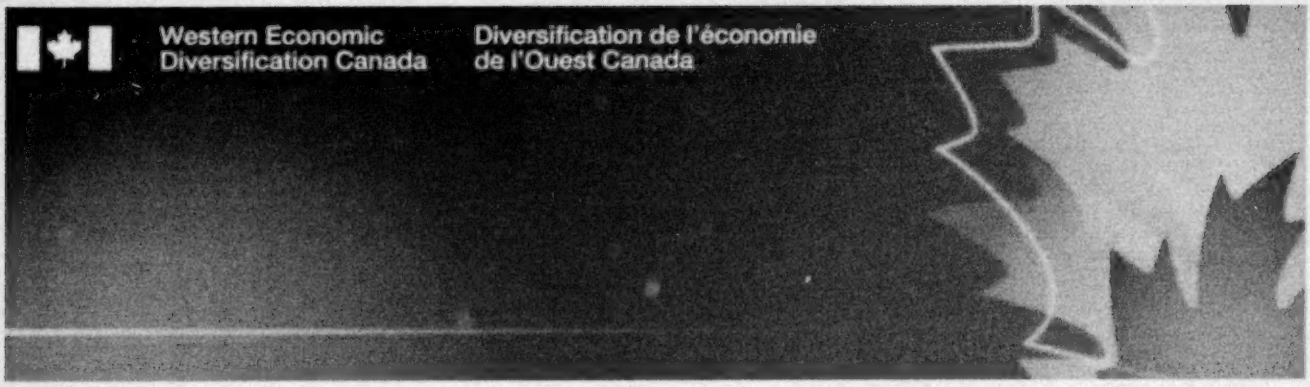

Annual Report to Parliament

2013-2014

Administration of the *Access to Information Act*

PREFACE

As the federal economic development department for Western Canada, Western Economic Diversification Canada (WD) develops and supports economic policies, programs and activities that promote economic growth and assists Western Canada in responding to the economic challenges and opportunities it faces.

With offices in each western province and its headquarters in Edmonton, WD provides a strong federal presence in the economic development of the West. Its western base has enabled the department to develop an understanding of Western Canada and foster extensive partnerships with business and community organizations, research and academic institutions, as well as provincial and municipal governments.

These connections enable the department to identify and support economic opportunities in the West and to leverage its investments to benefit the western Canadian economy. WD communicates western perspectives to national economic policy and program decision-makers, working within the federal system to ensure that western interests and perspectives are considered in federal decision making.

WD focuses its activities in three program areas:

- Business Development and Innovation: WD helps small and medium-sized enterprises (SME) develop and grow, create jobs, expand their markets, increase their exports and become more innovative and productive. The department assists SMEs with international business engagement and works to attract investment to the region, as well as assist western Canadian SMEs to access opportunities linked to government procurement. Further, WD promotes the development and growth of the knowledge-based economy by building innovation capacity and supporting the commercialization of new knowledge-based products, processes and services.

- Community Economic Growth: WD helps communities sustain their local economies and adjust to changing economic circumstances through departmental programs and by delivering national initiatives on behalf of the Government of Canada in Western Canada. WD also supports community-based organizations that provide western entrepreneurs with the information, training and loans they need to start and grow their businesses.

- Policy, Advocacy and Coordination: WD identifies opportunities to strengthen the western Canadian economy and coordinate economic development activities, policies and programs across the West. WD works to build strategic relationships with key decision makers across Canada and works with western Canadian industry on defence-related procurement opportunities.

Over the past year, as a result of broad-based engagement across Western Canada, the department has developed a strategic agenda to help create jobs and economic growth in the region, focusing on the priorities of: Innovation; Defence Procurement; Trade and Investment; Aboriginal Economic Development; and Skills Development and Training.

WD also delivers national initiatives on behalf of the Government of Canada in Western Canada. These have included the Community Infrastructure Improvement Fund to upgrade and expand western Canadian infrastructure, the Economic Development Initiative aimed at supporting businesses and economic development in western Canadian Francophone communities, as well as programs within the Economic Action Plan. WD's flexibility and ability to implement programs such as these enables it to respond quickly to the priorities and needs of the West.

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INTRODUCTION

The *Access to Information Act* extends the present laws of Canada to provide all Canadian citizens, permanent residents and corporations present in Canada with a right of access to any record under the control of a government institution that is not of a personal nature. In accordance with the principles that government information should be available to the public, this access to information is balanced against the legitimate need to protect sensitive information and permit effective functioning of government. Necessary exceptions should be limited and specific.

Further, the Act complements, but does not replace, other procedures for obtaining government information, and is not intended to limit access to government information normally available to the public upon request.

A department of the Government of Canada, Western Economic Diversification Canada (WD) was established in 1987 under the provisions of the *Western Economic Diversification Act*, and mandated to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. This broad mandate allows the department to implement tailored programs and initiatives to assist western Canadians to create strong, competitive and innovative businesses and communities.

WD is committed to both the spirit and the intent of the Act, to ensure transparency and accountability within the department. This report describes how the department administered the Act during fiscal year 2013-2014, and fulfills the requirements under Section 72 that every government institution must prepare an annual report on the administration of this Act each fiscal year and ensure it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public website (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and Senate.

ADMINISTRATION OF THE ACT

Access to Information and Privacy Unit

Western Economic Diversification Canada's (WD) Access to Information and Privacy (ATIP) Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator (Executive Director, Finance and Corporate Management) is supported by the Deputy Access to Information and Privacy Coordinator (Manager, Corporate Administration), and one full-time ATIP Officer.

These individuals are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and to enable the monitoring and timely processing and proper disclosure of information to our clients.

The primary responsibilities of WD's ATIP Unit include:

- processing access requests in accordance with the Act;
- assist requestors in formulating their requests when required;
- responding to consultations from other federal institutions on WD records or information being considered for release;
- applying all discretionary and mandatory exemptions in accordance with the provisions of the Act;
- developing and maintaining policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with Treasury Board Secretariat, the Office of the Information Commissioner of Canada and other federal organizations regarding the application of the Act as it relates to WD;
- monitoring departmental compliance with the Act, its regulations, and relevant policies and procedures; and
- providing ongoing advice and guidance to senior management and staff on information management and access to information legislation.

Regional ATIP Liaison Officers (RALOs) are located in each of WD's regional offices and corporate business units. These individuals are the first point of contact and identify the appropriate subject experts, coordinate retrieval of records responding to access requests, and liaise between the ATIP Unit and regional staff concerning enquiries.

The ATIP Unit monitors the processing of all access requests. The ATIP Coordinator and the department's Executive Committee, RALOs and Communications officials receive weekly status reports of all active formal and informal access requests and consultations.

The ATIP Unit utilizes an ATIP database management system for all administrative actions; however, it processes all records in paper format, except where lists are compiled into Excel format and provided to the applicant electronically. WD does not utilize an electronic redaction system for processing its records.

Delegation of Authority

In accordance with section 73 of the *Access to Information Act*, the Honourable Rona Ambrose, Minister of Health and Minister of Western Economic Diversification delegated her full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP Coordinator). The delegation also extends limited authority to the ATIP Officer to acknowledge access requests, undertake consultations, and manage related extensions. The delegation order issued on September 30, 2013, is attached in Annex A.

Departmental Policies and Procedures

There were no changes made to WD's Access to Information policy suite, including the Access to Information Procedures Manual, during the 2013-2014 fiscal year as a result of changes in TBS policies or directives, or changes as result of issues raised by the Office of the Information Commissioner or other agents of Parliament.

The department posts summaries of its closed access to information requests to WD's public website. These postings are also hyperlinked to the "Open Government" website.

Education, Training and Awareness

Staff training and awareness activities include:

- The ATIP Officer provides ongoing advice on access to information issues, provides guidance on how the department processes access requests, and the rationale required to apply the exemptions and exclusions to Regional ATIP Liaison Officers and staff to increase awareness of the Act.
- In 2013-2014, the ATIP Unit conducted 14 pre-processing meetings throughout the year, which were attended by various subject expert and departmental officials from all five regional offices and two corporate business units as appropriate. These meetings are conducted as new access requests are received and are approximately one-half hour in length, depending on the complexities of the request. They are intended to provide guidance on the records retrieval and review process, recommendations required by the ATIP Unit, and identify volumes of records, potential sensitivities, etc. In total, 61 individuals participated in these meetings.

Classification Level	# of Participants	Classification Level	# of Participants	Classification Level	# of Participants
AS-01	5	CO-01	1	EX-02	3
AS-02	1	CO-02	3	FI-02	1
AS-03	4	CO-03	12	FI-04	3
AS-04	5	EC-03	2	IS-03	1
AS-05	2	EC-06	5	IS-06	2
AS-07	2	EC-07	1	PG-02	1
CR-04	2	EX-01	4	PG-03	1

- An Access to Information and Privacy Awareness Session was conducted on November 4, 2013, for departmental officials. In total, 37 project officers and managers attended the session.

Classification Level	# of Participants
CO-01	5
CO-02	21
CO-03	5
EC-06	3
EX-01	1
EX-02	2

- A training session was conducted on March 20, 2014, for recently appointed Regional ATIP Liaison Officers (RALOs) to discuss their roles and responsibilities, and the processes utilized by the department when requests are received. Five RALOs and two back-ups participated in the meeting.

Classification Level	# of Participants
AS-03	1
CO-01	1
CO-03	2
CR-04	1
FI-02	1
FI-03	1

- Access and privacy tips, entitled "*The ATIP Eye*", are sent to WD staff via e-mail notices and posted on the department's intranet site. The tips provide information updates and advice on frequently asked questions, specific exemptions, or areas where the department might improve on its obligations under the Act. In 2013–2014, topics included:
    - Access and Privacy Policy Suite
    - ATIP Learning Opportunities
    - What is a Transitory or Draft Record?
- WD promoted Right to Know Week (September 23-28, 2013) via e-mail to all staff as a news bulletin on the department's intranet site.
- The department maintains an Access to Information and Privacy presence on its intranet site that includes policies, procedures, training and awareness presentations, relevant links to useful sites related to access and privacy, and contact information, as well as "The ATIP Eye" tips.

The Deputy ATIP Coordinator and ATIP Officer attended the Access and Privacy Conference held in Edmonton in June 2013. The Deputy ATIP Coordinator attended the TBS ATIP Coordinators and Practitioners meetings in September 2013. The ATIP Officer participated via teleconference in the November 2013 TBS meetings, and also participated via teleconference in two TBS training sessions on Sections 18 and 69 of the *Access to Information Act* in December 2013.

TRENDS AND STATISTICAL OVERVIEW

Highlights, Challenges and Trends

- There was a substantial increase in the number of requests received under the *Access to Information Act* in 2013-2014. Specifically, within a one month period from mid-January to mid-February 2014, 10 new requests were received, or one-third of the department's access caseload for the entire fiscal year.
- The sharp increase in requests, combined with the volume of records and complexities of requests was a challenge.
- The ATIP Case Management System utilized by the department does not accurately capture the statistics required by the Treasury Board Secretariat, and annual statistical reporting required substantial manual calculations.
- WD recognized Right to Know Week (September 24-28, 2013) via e-mail to all staff as a news bulletin on the department's intranet site.

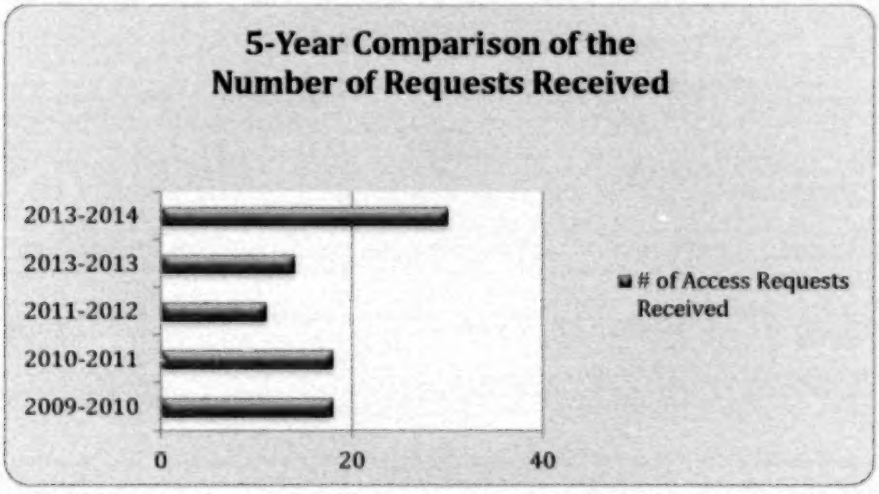
Statistical Overview

The following information provides additional context to the statistical details found in WD's 2013-2014 statistical report (Annex B – "Statistical Report on the *Access to Information Act*").

A. Requests Received Pursuant to the *Access to Information Act*

Between April 1, 2013 and March 31, 2014, WD received 30 requests for information pursuant to the *Access to Information Act*.

The accompanying chart shows the comparison of new of requests received by the department over the past five years.

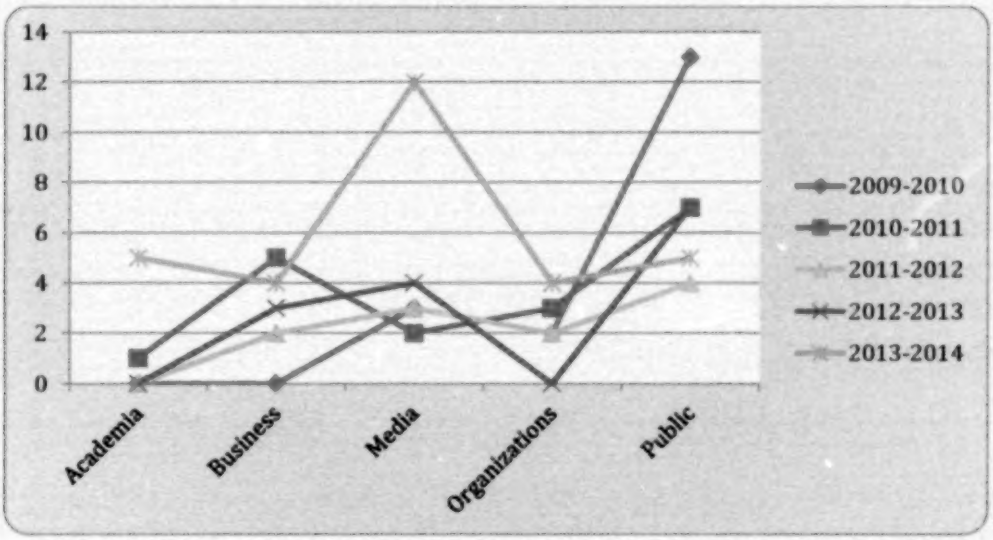


B. Sources of Formal Requests

The breakdown of the sources of requests received in 2013-2014 is as follows:

- Twelve (40 percent) from the media;
- Five (16.5 percent) each from academia and the general public; and
- Four (13.5 percent) each from business (private sector) and other organizations (political party);

The accompanying chart shows a five-year comparison of sources of access requests to WD.



In addition, as a result of the posting of summaries of closed access requests, WD processed eight requests for copies of previously disclosed access requests. No application fees or response timelines apply to these informal requests.

C. Disposition and Completion Times

In total, 28 access requests were completed during the reporting period; two requests were carried forward into 2014-2015 fiscal year.

With regard to the completed requests, one request was transferred, eight requests were abandoned by the applicants, and no records existed for four requests.

While the workload of an abandoned request usually is minimal, one request created a substantial workload for both the subject experts and ATIP Unit. The request involved the initial retrieval and review of over 10,000 pages of records, 1,788 which were determined to be relevant, before the requestor abandoned the request after 39 days. Subsequently, the requestor submitted two separate requests, which required that the relevant pages from the abandoned request be further reviewed against the new request requirements, and extensive cross-referencing of previously provided advice between the two new files.

Similarly, five other abandoned requests took considerable time and research to provide details of where information was available in the public domain before the requestor abandoned their requests.

The breakdown of the disposition and completion times of the requests is as follows:

Disposition of Completed Requests	1-15 days	16-30 days	31-60 days	61-120 days	TOTAL
All disclosed		3	2		5
Disclosed in part		2	3	4	9
All exempted		1			1
No records exist	4				4
Request transferred	1				1
Request abandoned	2	5	1		8
TOTAL	7	11	6	4	28

D. Extensions of Time Limits and Consultations

Section 9 of the Act provides for the extension of the statutory time limits if the request is for a large volume of records or necessitates a search through a large volume of records and meeting the original time limit would unreasonably interfere with the operations of the department; also, if consultations are necessary.

In 2013-2014, WD required extensions due to interference with departmental operations on four requests. These extensions may be considered if processing the request within 30 days would require the transfer of resources from a business unit to the ATIP office, monopolize a significant portion of the resources of the office of primary interest to the detriment of its core functions, or the request would use such a high proportion of the resources of the ATIP Unit that it would have a significant negative impact on the processing of other requests.

Six requests required extensions to complete necessary consultations with other government departments and/or third parties.

E. Exemptions and Exclusions Invoked

Of the 28 requests closed in 2013–2014, exemptions were applied pursuant to the Act on 10 requests. If three different exemptions were applied to a request, one exemption under each relevant section would be reported for a total of three; however, the same exemption claimed several times in the same request is captured only once in the statistics.

The accompanying table compares the number of exemptions applied during 2013-2104 and 2012-2013 fiscal years.

Exemption Invoked	Subsection	2013–2014	2012–2013
13(1)	(c)	0	1
14	(a)	4	1
	(b)	3	1

Exemption Invoked	Subsection	2013-2014	2012-2013
16(2)		0	0
16.1(1)	(a)	0	1
	(a)(ii)	3	0
18	(b)	1	0
19(1)		6	6
20(1)	(b) (c) (d)	9 7 4	9 4 4
21(1)	(a) (b) (c) (d)	8 7 6 4	7 4 4 3
22		1	0
23		2	3
26		1	1

Section 20(1) was the most utilized exemption during the reporting period, having been applied to nine requests. Section 21(1) was applied to eight requests.

The Act does not apply to certain materials such as published material pursuant to Section 68 or confidences of the Queen's Privy Council pursuant to Section 69. Of the 28 requested closed in 2013-2014, WD did not invoke Section 68 during this reporting period. Section 69 was invoked pursuant to the Act on four requests during the reporting period as noted below.

To clarify statistics pertaining to Section 69, three requests were received for the same information. Of these, only the original request involved a Cabinet confidence consultation. The same advice was applied to the two subsequent requests which were received prior to completion of the original request.

Exclusion Invoked	Subsection	2013-2014	2012-2013
69(1)	(a)	3	0
	(d)	3	0
	(e)	1	0
	(g) re (a)	4	0
	(g) re (c)	3	0
	(g) re (e)	3	0

F. Other Government Department Consultations

WD was consulted by other federal departments on 24 occasions in 2013-2014. No consultations were received from other organizations in 2013-2014. In total, WD received 24 consultations in 2012-2013.

- Of these consultations, four were courtesy notices. WD, however, reviews this information carefully to ensure the information being disclosed about the department is accurate.
- WD recommended full disclosure of information pertaining to our department on 14 consultation requests.
- WD recommended partial disclosure of information pertaining to our department on six consultation requests.
- WD reviewed 396 pages in total.
- WD responded to 22 consultations within 15 days, and the remaining two consults within 18 days.

G. Complaints, Audits and Investigations

WD received no complaints pursuant to the *Access to Information Act* in 2013–2014, and there were no audits or investigations undertaken on concluded during the reporting period. Further, there were no appeals or applications submitted to the Federal Court.

H. Fees Collected and Operational Costs Associated with Administering the Act

Access to Information fees collected during the reporting period totalled $135. In total, $30 in application fees were either refunded or waived as a result of the requests subsequently being abandoned. During the same period, WD waived reproduction fees totalling $145.

WD's cost for administrating the *Access to Information Act* is estimated as follows:

- the ATIP Unit salary costs, including a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 90 percent of the ATIP Officer's salary (a total of 1.09 FTE/year);
- goods and services, including professional services contracts and other expenses, including the ATIP case management system licensing, and ATIP unit travel and training costs;
- additional salary-related costs, which incorporate estimated costs for other departmental officials to retrieve, review and make recommendations concerning records responding to access requests, information technology support, and translation of staff awareness materials and access-related documents.

ATIP Unit Salaries	$85,088
Goods and Services	$13,159
Total ATIP Unit Costs	**$98,247**
Additional salary-related costs	$16,809
TOTAL DEPARTMENTAL COSTS	**$115,056**

The additional costs included above, which are not all captured in the Statistical Report, provide a more complete picture of the overall cost to the department to administer all aspects of its activities related to the *Access to Information Act*.

ANNEX A

Western Economic Diversification Canada | Diversification de l'économie de l'Ouest Canada

DELEGATION OF POWERS, DUTIES OR FUNCTIONS UNDER THE *ACCESS TO INFORMATION ACT* AND *PRIVACY ACT*

DÉLÉGATION DE POUVOIRS, D'ATTRIBUTIONS OU DE FONCTIONS EN VERTU DE LA *LOI SUR L'ACCÈS À L'INFORMATION* ET DE LA *LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS*

I, Rona Ambrose, Minister of Health and Minister of Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers, duties and functions of the Minister as the head of Western Economic Diversification Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, Rona Ambrose, ministre de la Santé et ministre de la Diversification de l'économie de l'Ouest, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont le ministre est, en qualité de responsable de la Diversification de l'économie de l'Ouest canadien, investi par les dispositions de la *Loi* ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 30 day of Sept, 2013

Signé à Ottawa, le 30 jour de Sept 2013

Rona Ambrose

THE HONOURABLE RONA AMBROSE /
L'HONORABLE RONA AMBROSE

MINISTER OF HEALTH /
MINSTER OF WESTERN ECONOMIC DIVERSIFICATION

MINISTRE DE LA SANTÉ /
MINISTRE DE LA DIVERSIFICATION DE L'ÉCONOMIE DE L'OUEST

Canada

Delegation of Authority Schedule / Annexe de l'arrêté sur la délégation

Access to Information Act / Loi sur l'accès à l'information		
Provision / Disposition	**Description**	**Title of Positions / Titre des postes**
4(2.1)	Responsibility of head of institution Responsabilité de l'institution fédérale	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
7(a)	Notice where access requested Réponse à une demande de communication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
7(b)	Giving access to the record Communication du document	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(1)	Transfer of request Transmission de la demande	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
9	Extension of time limits Prorogation du délai	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
11(2)(3)(4)(5)(6)	Additional fees Frais supplémentaires	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(2)(b)	Language of access Langue de la communication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(3)(b)	Access in an alternative format Communication dans un format alternatif	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Exemption Provisions of the *Access to Information Act* / Disposition d'exception de la *Loi sur l'accès à l'information*		
Provision / Disposition	**Description**	**Title of Positions / Titre des postes**
13	Information obtained in confidence Renseignements obtenus à titre confidentiel	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
14	Federal-provincial affairs Affaires fédérales-provinciales	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
15	International affairs and defence Affaires internationales et défense	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
16	Law enforcement and investigations Application de la loi et enquêtes	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
16.5	*Public Servants Disclosure Protection Act* *Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles*	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
17	Safety of individuals Sécurité des individus	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
18	Economic interests of Canada Intérêts économiques du Canada	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
18.1	Economic interest of certain government institutions Intérêts économiques de certaines institutions fédérales	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
19	Personal information Renseignements personnels	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
20	Third party information Renseignements de tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
21	Operations of government Activités du gouvernement	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
22	Testing procedures, tests and audits Examen et vérifications	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
22.1	Internal audits Vérifications internes	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
23	Solicitor-client privilege Secret professionnel des avocats	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
24	Statutory prohibitions Interdictions fondées sur d'autres lois	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Other Provisions of the *Access to Information Act* / Autres disposition de la *Loi sur l'accès à l'information*		
Provision / Disposition	**Description**	**Title of Positions / Titre des postes**
25	Severability Prélèvements	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
26	Refusal of access where information to be published Refus de communication en cas de publication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
27(1)(4)	Third party notification Avis aux tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
28(1)(2)(4)	Third party notification Avis aux tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
29(1)	Notice of decision to disclose Avis de la décision de communiquer	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
33	Notice to Information Commissioner of notices to third parties Avis au Commissaire à l'information des avis aux tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
35(2)(b)	Right to make representations Droit de présenter des observations	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(1)	Notice of actions to implement recommendations of Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(4)	Access to be given complainant Communication accordée au plaignant	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
43(1)	Notice of third party of application to Federal Court for review Avis au tiers d'une demande de révision à la Cour fédérale	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
44(2)	Notice to requestor of application for review by third party Avis au demandeur d'un recours en révision du tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
52(2)(b), 52(3)	Special rules of hearings Règles spéciales pour les auditions	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
71(2)	Facilities for inspection of manuals Installation de consultation des manuels	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
72	Annual report to Parliament Rapport annuel au Parlement	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Access to Information Regulations / Règlement sur l'accès à l'information		
6(1)	Transfer of request Transmission de la demande	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
7(2)	Search and preparation fees Frais liés à la recherche et à la préparation	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
7(3)	Production and programming fees Frais liés à la production et la programmation	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
8	Method of access Méthode d'accès	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
8.1	Limitations in respect of format Restrictions applicables au support	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

ANNEX B

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 4/1/2013 to 3/31/2014

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	30
Outstanding from previous reporting period	0
Total	30
Closed during reporting period	28
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	12
Academia	5
Business (Private Sector)	4
Organization	4
Public	5
Total	30

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	0	3	2	0	0	0	0	5
Disclosed in part	0	2	3	4	0	0	0	9
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	4	0	0	0	0	0	0	4
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	2	5	1	0	0	0	0	8
Treated informally	0	0	0	0	0	0	0	0
Total	7	11	6	4	0	0	0	28

TBS/SCT 350-62 (Rev. 2011/03) 1 Canada

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	8
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	7
14(a)	4	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	6
14(b)	3	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	4
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	0	16.2(1)	0	19(1)	6	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	2
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	9	24(1)	0
16(1)(a)(ii)	3	16.4(1)(b)	0	20(1)(b.1)	0	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	7		
16(1)(b)	0	17	0	20(1)(d)	4		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	3	69(1)(a)	3	69(1)(g) re (a)	4
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	3
68.1	0	69(1)(d)	3	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	1	69(1)(g) re (e)	3
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	4	1	0
Disclosed in part	3	6	0
Total	7	7	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	195	195	5
Disclosed in part	2029	1292	9
All exempted	45	0	1
All excluded	0	0	0
Request abandoned	1788	0	8

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	4	68	1	127	0	0	0	0	0	0
Disclosed in part	5	295	4	997	0	0	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	8	0	0	0	0	0	0	0	0	0
Total	18	363	5	1124	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	4	0	2	0	6
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	6	0	2	0	8

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
2	0	0	0	2

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	2	2
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	2	2

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	2	2
French to English	0	0	0
Total	0	2	2

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	2
Disclosed in part	3	2	3	3
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	0	0
Total	4	2	3	5

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	4	1	0	0
31 to 60 days	0	1	2	4
61 to 120 days	0	0	1	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	4	2	3	5

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	25	$135	7	$30
Search	0	$0	0	$0
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	15	$145
Total	25	$135	22	$175

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	24	401	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	24	401	0	0
Closed during the reporting period	24	401	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	16	1	0	0	0	0	0	17
Disclose in part	6	1	0	0	0	0	0	7
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	22	2	0	0	0	0	0	24

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0		0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	1	0
16 to 30	1	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	2	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$85,088
Overtime		$0
Goods and Services		$13,159
• Professional services contracts	$3,437	
• Other	$9,722	
Total		**$98,247**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	1.09	0.00	1.09
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	1.09	0.00	1.09

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Western Economic Diversification Canada	8

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	1	7	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	1	43	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	2	50	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Request	Pages Disclosed	Number of Request	Pages Disclosed	Number of Reques	Pages Disclosed	Number of Request	Pages Disclosed	Number of Request	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0